

Unsolicited Proposals and Disclosures of Contractor Information Guideline - 6.18.G (12/15/99)

[Last Update: \(12/15/99\) BDenman:dal - 6.18.G.0](#)

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This guideline has been reformatted for placement on Sandia's External Web site.

Definitions

An **unsolicited proposal** is a written offer to perform work submitted solely on the initiative of an outside organization or individual and not in response to a specific request made by SNL Procurement.

An **unsolicited disclosure** of Contractor information by a Contractor is the furnishing of Contractor business, financial or technical information which the Contractor considers, or is likely to consider, proprietary information, or a trade secret.

Unsolicited Proposal Procedures - 6.18.G.1

The following procedure should be followed when an unsolicited proposal or unsolicited disclosure is received:

If the SCR ...

receives unsolicited proposals or unsolicited disclosures of Contractor information, and SCR does **not** wish to review them,

receives unsolicited proposals or unsolicited disclosures of Contractor information and wishes to review them,

receives a requisition from a SNL Requester with a proposal which is:

- unsolicited, and
- unapproved by Legal,

Then the SCR ...

sends them to DOE/AL/CPD after sending an acknowledgment letter to the Contractor. A sample letter, Unsolicited Contractor Information, has received approval by the Legal Organization and is available in the SCR Manual. Any major modifications to its text should receive Legal review/approval prior to issuance.

Caution: The SCR should read only as much of the proposal as necessary to determine that it is unsolicited and does not fall within one of the exclusions.

must secure prior approval from the Legal Organization.

Note: When requesting Legal's approval, inform Legal that you wish to review the information and state the reason.

returns it to the Requester with instructions to obtain required approval from Legal.

Signed Agreement - 6.18.G.1.a

If the SCR is asked to sign an agreement with a Contractor to keep information confidential, the SCR must secure prior approval from the Legal Organization.

Unsolicited Contractor Information, Examples - 6.18.G.2

Unsolicited Contractor information may be in written or oral form and may include:


- techniques, materials, designs and inventions, or writings, photographs, drawings and models of a possibly patentable or proprietary nature, or
- business methods, operating methods, computer programs and associated documentation.


SNL will accept unsolicited proposals from educational institutions against Ordering Agreements (OAs). (See Policy and Guideline 5.2.) All other proposals from educational institutions will have to be reviewed and approved by SNL Legal.

Unsolicited Contractor information is not:

- advertising material,
- commercial product/service offerings,
- capability statements,
- information received pursuant to an SNL:
 - awarded contract,
 - issued solicitation, or
 - issued RFI, or
- proposals or disclosures from Government agencies or DOE Integrated Contractors.

Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.

{PRIVATE "TYPE=PICT;ALT=[mailto:]"}  [Bertie Denman](#)

{PRIVATE "TYPE=PICT;ALT=[Mail to:]"}  [Frank Lujan III](#)
